

10 MAY 1965

## CONFIDENTIAL

MEMORANDUM FOR: Assistant Deputy Director for Plans

SUBJECT : Procedures for Considering and Processing  
Participants for the CIA Retirement and  
Disability System

REFERENCE : Memo fr DDP for D/Pers dtd 26 Apr 65,  
same subject

1. Referenced memorandum was discussed at the 6 May 1965 meeting of the CIA Retirement Board. I can assure you that all concerned share your views regarding the urgent need for the proposed Employee Bulletin on the CS and CIA Retirement Systems and that this job is receiving high priority handling. A revised draft is on the agenda for review by the Board this week.

2. Regarding your remarks about the proposed notice of non-designation, we agree that there will be some cases in which an explanation will be desirable. We do propose to write individual memoranda in these cases but to use the form letter for the thousands of employees whose failure to be eligible is self-evident. (Nonetheless, we have noted your comments on the tone of this memorandum and shall try to make the next edition less bureaucratic.)

3. It is unnecessary for me to remark to you on the importance of making every effort to launch our CIA retirement system properly. I shall appreciate any other suggestions you may have on our proposed procedures.

Signed

Emmett D. Echols  
Director of Personnel

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